

Separate an Officer

To separate an employee from your agency, login to the [Portal](#), click on the "Personnel" tab, and then click on "Request an Update"



Colorado Peace Officer Standards and Training Portal

Home Training & Events Registration Organization **Personnel** Academy Resources

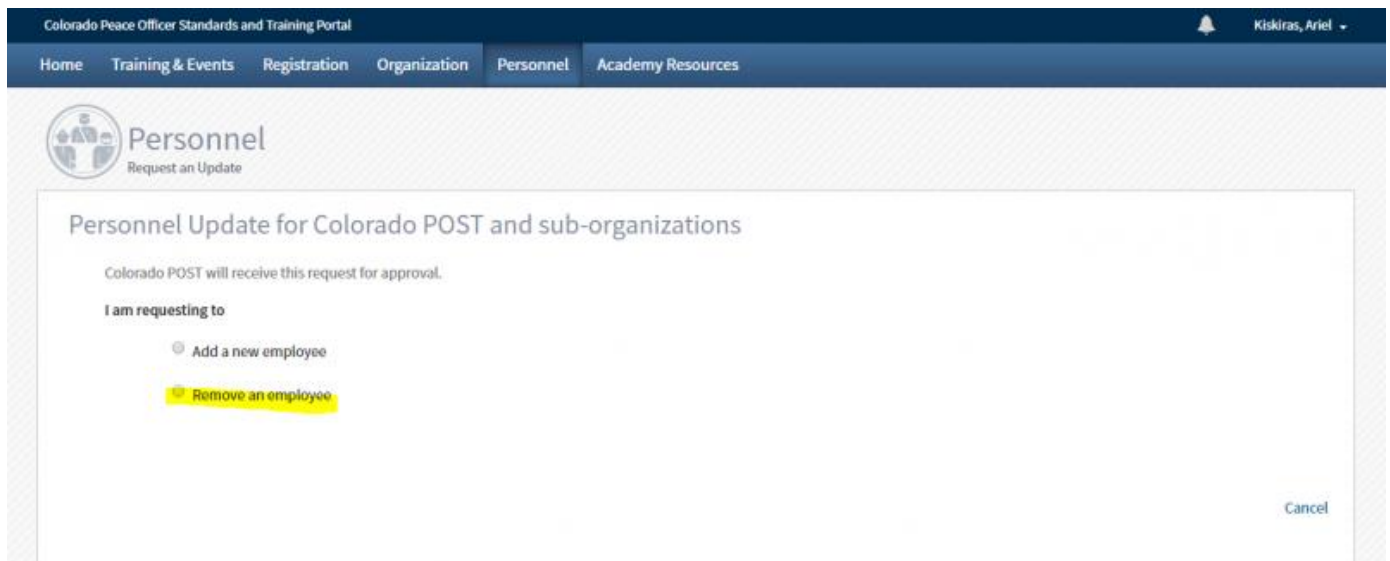
Personnel

Check Compliance Monitor

Active Personnel Request an update

Name	PID	Title/Rank
Amant, Cory A	116361	Firearm

Select "Remove an Employee"



Colorado Peace Officer Standards and Training Portal

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Personnel Request an Update

Personnel Update for Colorado POST and sub-organizations

Colorado POST will receive this request for approval.

I am requesting to

☐ Add a new employee


☒ Remove an employee

Cancel

- Choose the employee you wish to separate from list of employees in your agency from the drop-down menu next to the "Employee" block
- Enter the date of separation from your agency. Be sure to enter the correct date (it defaults to today's date)
- Enter the Employment Status and any comments you may choose, exp. "Went to work for ___ PD, retired, etc." The term "Separated" is sufficient unless you would like to designate that the employee was terminated.
- Hit the "Submit Request" button

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 **Personnel**
Request an Update

Personnel Update for Colorado POST

Colorado POST will receive this request for approval.

I am requesting to

☐ Add a new employee

☒ Remove an employee

* Employee

* Separation Date

* Employment Status

Comments

Characters: 0 of 250 allowed.

Cancel

POST will receive, review and approve updates. No Form 6 is required for any separation.